



# FORT HAYS STATE UNIVERSITY

## LEARNING TECHNOLOGIES

*Forward thinking. World ready.*

## Exempting a Student from a Grade

### About Exempting Grades

You can exempt students from any grade item in the Grade Center. You might exempt grades for students who transfer to your school, add a course late, or require other accommodations. You might also exempt students from a grade because their performance is superior and you want to reward their work.

Existing grades that you exempt are not deleted, but are ignored in all total and statistical calculations. No secondary display value appears for exempt items.

Exemptions you add for system-generated columns are saved as the override grade. Exemptions you add for manually created columns are saved as the grade for the column when no override grade exists.

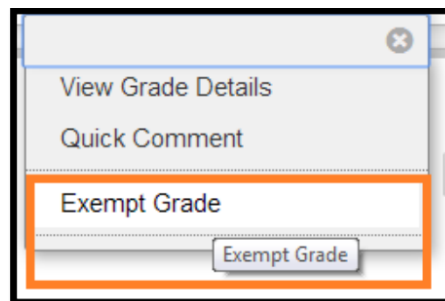
You exempt grades on the main Grade Center page or on the Grade Details page. When you exempt a grade, an exempted icon appears in the cell of the exempted grade. You can include comments for an exempted grade.

### How to Exempt a Grade

1. From the Grade Center, access an item's contextual menu (down arrow).

2. Select **Exempt Grade**.

-OR-



3. Access the item's contextual menu and select **View Grade Details**.

4. On the **Grade Details** page, Click **Exempt**. Optionally, provide feedback or grading notes.

A screenshot of the 'Grade Details' page. At the top, it shows 'User: Bb Student (bbstudent)' and 'Column: Test Exam (Test)'. Below this, the 'Current Grade' is '1.00 out of 2 points'. To the right of the grade is an 'Exempt' button, which is highlighted with an orange box. Below the grade information are tabs for 'Attempts', 'Manual Override', 'Column Details', and 'Grade History'. The 'Attempts' tab is active, showing a table with columns: 'Date Created', 'Date Submitted (or Saved)', 'Value', 'Feedback to User', 'Grading Notes', and 'Actions'. The table contains one row: 'Date Created: Dec 10, 2013 10:57:52 AM', 'Date Submitted (or Saved): Dec 10, 2013 10:58:08 AM (Completed)', 'Value: 1.00', and 'Actions: Clear Attempt, Edit Grade'. An 'Icon Legend' button is located at the bottom right of the page.

5. Click **Save**.

Questions? Contact TigerTech at 785-628-3478. FACULTY ONLY email [bbsupport@fhsu.edu](mailto:bbsupport@fhsu.edu).

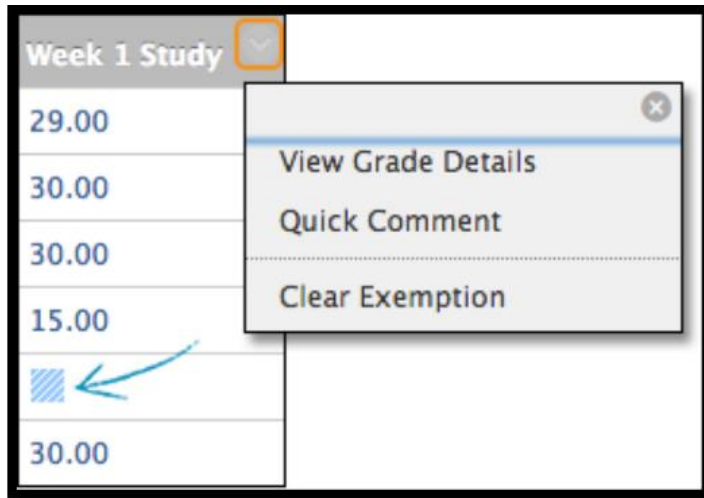


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To clear the exemption, access the item's contextual menu and select **Clear Exemption**.



### How to Add Comments to an Exemption

1. Access the item's contextual menu and select **Quick Comment**.
2. Type comments in **Feedback to User** and **Grading Notes**.
3. Click **Submit**.